Attachment A

DISTRICT OF COLUMBIA INCIDENT/ACCIDENT
PROPERTY DAMAGE/GENERAL LIABILITY
REPORT FORM

This form is used to report incidents/accidents related to property damage or unusual occurrences.

PART I: DC EMPLOYEE REPORTING INCIDENT/ACCIDENT:

Contact Information (Last Name, First Name, M.I.)
_____ Job Title/Position: _____
Agency: _____ Address: _____
Work Phone #: ( ) _____- _____ Date Reported: _____

PART II: INCIDENT/ACCIDENT TYPE:

___ Employee Accident ___ Non-Employee Accident ___ Property Damage

___ Complaint ___ Incident Only ___ Incident/ Follow-up Requested

___ Air or Water Contamination ___ Fire ___ Other

Explanation: _____

PART III: CAUSE OF INCIDENT/ACCIDENT:

___ Equipment Failure ___ Human Error ___ Policy Failure

___ Unsound Structure ___ Weather ___ Not Identified

___ Other

PART IV: INCIDENT/ACCIDENT INFORMATION:

Date of Accident/Incident: _____ Accident/Incident Location Address: _____
Time of Accident/Incident: _____ _____
Location Type:
___ Government Facility ___ Private Property ___ Public Space ____ Not Identified __ Other: _____

DISTRICT OF COLUMBIA INCIDENT/ACCIDENT

PROPERTY DAMAGE/GENERAL LIABILITY

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PART V: CLAIMANT INFORMATION:

_____ _____ _____ _____

Last Name First Name M.I Date of Birth

Address: _____

Work Phone #: ( ) ____ - _____ Home Phone #: ( ) _____- _____

Mobile Phone #: ( ) _____- _____ Social Security #: _____-_____-_____

Medical Information:
Was the claimant taken to the hospital via personal car/ambulance? __ No __ Yes Ambulance #: _____
Was the claimant admitted? __ No __ Yes: Date _____
Name of Hospital: _____Hospital Address: _____
Treating Physician: _____

Insurance Information: *(property damage usage only)*
Name of Carrier: _____
Primary Name on Policy: _____ Policy #: _____
Phone #: _____
Do you have insurance? ___ Yes __ No Did you report incident to your insurance company? ___ Yes ___ No

PART VII: ACCIDENT/INCIDENT DESCRIPTION:

_____
_____
_____

DAMAGED PROPERTY *(Please use the space below to provide a detailed description of damaged articles, nature/extent of damage, date of purchase, where purchased, and cost at time of purchase.)*

_____
_____
_____
_____
_____

Attachment B

D.C. Occupational Safety & Health - General Industry Inspection Checklist

Agency_____ Facility Location_____
Date_____

Adapted From:	Description	Comments	Compliance			Location
Title 29 CFR, Part 1910. (OSHA)			**Y**	**N**	**N/A**	
General Requirements						
.22 (a)(1)	All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.					
.22 (a)(2)	The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practicable.					
.22 (b)(1)	Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard.					
.22 (b)(2)	Permanent aisles and passageways shall be appropriately marked.					
.22 (c)	Covers and/or guardrails shall be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc.					
.22 (d)(2)	It shall be unlawful to place, or cause, or permit to be placed, on any floor or roof of a building or					

	other structure a load greater than that for which such floor or roof is approved by the building official.					
.23 (a)(1) Guarding Floor and Wall Openings and Holes	Every stairway floor opening shall be guarded by a standard railing constructed in accordance with paragraph (e) of this section. The railing shall be provided on all exposed sides (except at entrance to stairway).					
.23 (a)(2)	Every ladderway floor opening or platform shall be guarded by a standard railing with standard toeboard on all exposed sides (except at entrance to opening), with the passage through the railing either provided with a swinging gate or so offset that a person cannot walk directly into the opening.					
.23 (b)(1)	Every wall opening from which there is a drop of more than 4 feet shall be guarded.					
.23 (c)(1)	Every open-sided floor or platform 4 feet or more above adjacent floor or ground level shall be guarded by a standard railing on all open sides except where there is entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with a toeboard wherever, beneath the open sides, (i) Persons can pass, (ii) There is moving machinery, or (iii) There is equipment with which falling materials could create a hazard.					
.23 (d)(1)	Every flight of stairs having four or more risers shall be equipped with standard stair railings or standard handrails as specified.					
.25 (b)(1)(i) Portable Wood Ladders	All wood parts shall be free from sharp edges and splinters; sound and free from accepted visual inspection from shake, wane, compression failures, decay, or					

	other irregularities.					
.25 (c)(2)	Stepladders longer than 20 feet shall not be supplied.					
.25(c)(2)(i)(b)	A uniform step spacing shall be employed which shall be not more than 12 inches. Steps shall be parallel and level when the ladder is in position for use.					
.25(c)(2)(i)(c)	The minimum width between side rails at the top, inside to inside, shall be not less than 11 ½ inches.					
.25(c)(4)(ii)(a)	Painter's stepladders longer than 12 feet shall not be supplied.					
.25(c)(4)(iii)(a)	Mason's ladders longer than 40 feet shall not be supplied.					
.25(d)(1)(i)	Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.					
.25(d)(2)(i)	Portable rung and cleat ladders shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder. The ladder shall be so placed as to prevent slipping, or it shall be lashed, or held in position. Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.					
.26(a)(1) Portable Metal Ladders	The design shall be such as to produce a ladder without structural defects or accident hazards such as sharp edges, burrs, etc… The metal selected shall be of sufficient strength to meet the test requirements, and shall be protected against corrosion unless inherently corrosion-resistant.					
.26(a)(2)(i)	The minimum width between side					

	rails of a straight ladder or any section of an extension ladder shall be 12 inches.					
.26(a)(2)(ii)	The length of single ladders or individual sections of ladders shall not exceed 30 feet. Two-section ladders shall not exceed 48 feet in length and over two-section ladders shall not exceed 60 feet in length.					
.26(c)(1)	To get maximum serviceability, safety, and to eliminate unnecessary damage of equipment, good safe practices in the use and care of ladder equipment must be employed by the users.					
.27(a)(1) Fixed Ladders	Design Considerations. All ladders, appurtenances, and fastenings shall be designed to meet the following load requirements:					
.27(a)(1)(i)	The minimum design live load shall be a single concentrated load of 200 pounds.					
.27(a)(1)(ii)	The number and position of additional concentrated live-load units of 200 pounds each as determined from anticipated usage of the ladder shall be considered in the design.					
.27(a)(1)(iii)	The live loads imposed by persons occupying the ladder shall be considered to be concentrated at such points as will cause the maximum stress in the structural member being considered.					
.27(a)(1)(iv)	The weight of the ladder and attached appurtenances together with the live load shall be considered in the design of rails and fastenings.					
.27(c)(1)	Climbing side. On fixed ladders, the perpendicular distance from the centerline of the rungs to the nearest permanent object on the					

	climbing side of the ladder shall be 36 inches for a pitch of 76 degrees, and 30 inches for a pitch of 90 degrees.					
.27(c)(2)	Ladders without cages or wells. A clear width of at least 15 inches shall be provided each way from the centerline of the ladder in the climbing space, except when cages or wells are necessary.					
.27(c)(4)	Clearance in back of ladder. The distance form the centerline of rungs, cleats, or steps to the nearest permanent object in back of the ladder shall be not less than 7 inches, except that when unavoidable obstructions are encountered.					
.28(1) Safety Requirements for Scaffolding	Scaffolds shall be furnished and erected in accordance with 1910.28 for persons engaged in work that cannot be done safely from the ground or from solid construction, except that ladders used for such work shall conform to 1910.25 and 1910.26.					
.36(b)(1) General Requirements	Every building or structure, new or old, designed for human occupancy shall be provided with exits sufficient to permit the prompt escape of occupants in case of fire or other emergency.					
.36(b)(2)	Every building or structure shall be so constructed, arranged, equipped, maintained, and operated as to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency.	1) Are at least two means of egress provided?				
.36(b)(3)	Every building or structure shall be provided with exits of kinds, numbers, location, and capacity	1) Are all exits clearly visible? 2)				

	appropriate to the individual building or structure, with due regard to the character of the occupancy, the number of persons exposed, the fire protection available, and the height and type of construction of the building or structure, to afford all occupants convenient facilities for escape.	Is emergency lighting tested at least every 30 days?				
.36(b)(4)	In every building or structure exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied.					
.36(b)(5)	Every exit shall be clearly visible or the route to reach it shall be conspicuously indicated in such a manner that every occupant of every building or structure who is physically and mentally capable will readily know the direction of escape from any point, and each path of escape, in its entirety, shall be so arranged or marked that the way to a place of safety outside is unmistakable.					
.36(b)(6)	In every building to structure equipped for artificial illumination, adequate and reliable illumination shall be provided for all exit facilities.					
.36(b)(7)	In every building or structure of such size, arrangement, or occupancy that a fire may not itself provide adequate warning to occupants, fire alarm facilities shall be provide where necessary to warn occupants of the existence of fire so that they may escape, or to facilitate the orderly conduct of fire exit drills.					
.36(b)(8)	Every building or structure, section, or area thereof of such size, occupancy, and arrangement that the reasonable safety of					

	numbers of occupants may be endangered by the blocking of any single means of egress due to fire or smoke, shall have at least two means of egress remote from each other, so arranged as to minimize any possibility that both may be blocked by any one fire or other emergency conditions.					
.36(d)1	Every required exit, way of approach thereto, and way of travel from the exit into the street or open space, shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.					
.36(d)(2)	Every automatic sprinkler system, fire detection and alarm system, exit lighting, fire door, and other item of equipment, where provided, shall be continuously in operating condition.					
.37(h)(1)	All exits shall discharge directly to the street, or to a yard, court, or other open space that gives safe access to a public way.					
.37(h)(2)	Stairs and other exits shall be so arranged as to make clear the direction of egress to the street.					
.37(q)(1)	Exits shall be marked by a readily visible sign.					
.37(q)(2)	Any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely to be mistaken for an exit, shall be identified by a sign reading “Not an Exit” or similar designation.					
.37(q)(5)	A sign reading “Exit”, or similar designation, with an arrow indicating the directions, shall be placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.					

.37(q)(6)	Every exit sign shall be suitably illuminated by a reliable light source giving a value of not less than 5 foot-candles on the illuminated surface.					
.37(q)(8)	Every exit sign shall have the work “Exit” in plainly legible letters not less than 6 inches high, with the principal strokes of letters not less than three-fourths – inch wide.					
.38(a) Emergency Action Plans	The emergency action plan shall be in writing and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.					
.66 (c)(3) Powered Platforms, Manlifts, and Vehicle Mounted Work Platforms	Building owners of all installations, new and existing, shall inform the employer in writing that the installation has been inspected, tested, and maintained in compliance with the requirements of 1910.66 paragraphs (g) and (h) and paragraph (1)(c)(10) of Appendix C.					
.94(a)(2)(ii) Ventilation	Concentrations of respirable dust or fume in abrasive-blasting operators breathing zone must be below the TLV.					
.94(a)(5)	Maintain inward flow of air in blast-cleaning enclosures by exhaust ventilation.					
.94(a)(6)	Air for abrasive-blasting respirators must be free of harmful contaminant quantities.					
.94(b)(2)(i)	Provide exhaust hood or enclosure for dry grinding operations.					
.94(c)(2)	Spray finishing shall be conducted in spray booths or spray rooms, both of which shall be approved for the purpose.					
.94(d)(3)	Open-surface tank ventilation must be adequate to remove toxic hazard.					

.95(a)(1) Occupational Noise Exposure	Noise exposures shall not exceed levels in Table G-16.					
.95(b)(1)	When engineering or administrative controls fail to reduce levels to within Table G-16 values, use personal protective equipment.					
.95(c)(1)	When sound levels exceed Table G-16, administer a Hearing Conservation Program.					
.106(d)(4)(i) Flammable and Combustible Liquids	Inside storage rooms shall be constructed to meet the required fire-resistive rating for their use.					
.106(d)(6)(iii)&(iv)	Secure outside flammable liquids storage and grade so spills drain away from building.					
.106(e)(2)(ii)	Storage indoors, but not in an approved type room, is limited to containers holding: 25 gallons – Class 1A; 120 gallons – classes 1B, 1C, II or III (600 gallons in portable tank).					
.125(b)(1(i)&(ii)	Overflow pipe needed for dip tanks of over 150 gallons or 10 square feet of liquid surface area.					
.125(e)	Class I, Group D electric wiring and equipment needed. There are no flames, spark-producing devices, or other surfaces that are hot enough to ignite vapors.					
.125(f)(1)(i)	Fire protection needed for dip tanks exceeding 150 gallons or 4 square feet of surface area.					
.132(a) Personal Protective Equipment	Provide and maintain personal protective equipment where there is a hazard from processes and environment that may cause injury or illness.					
.132(b)	Where employees furnish their own protective equipment, employer is responsible in assuring its adequacy, proper maintenance and sanitation.					
.133(a)(1)	Eye and face protective equipment					

Eye and Face Protection	required where there is reasonable probability of injury that could be prevented by use of such equipment.					
.133(b)(1)	Eye and face protective equipment must comply with ANSI Standard Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection".					
.134(c)(1)	In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection					
.135(a)(1) Head Protection	The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects.					
.135(a)(2)	The employer shall ensure that a protective helmet designed to reduce electrical shock hazard is worn by each such affected employee when near exposed electrical conductors which could contact the head.					
.136(a) Foot Protection	The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Protective footwear purchased after July 5, 1994 must comply with ANSI Z41-1991, protective footwear purchased before July 5, 1994 must comply with ANSI Z41.1-1967.					
.141 (3)(i)	All places of employment shall be					

Sanitation	kept clean to the extent that the nature of the work allows.					
.141(b)(1)(i)	Potable water shall be provided in all places of employment, for drinking, washing of the person, cooking, washing of foods, washing of cooking or eating utensils, washing of food preparation or processing premises, and personal service rooms.					
.141(c)(1)(i)	Adequate toilet facilities must be provided.					
.141(d)(1)&(2)(i)	Adequate washing facilities must be provided in all places of employment.					
.141(d)(2)(ii)-(iv)	Cleansing agent, and drying towels or equipment must be provided.					
.141(g)(2)	Employees can not eat or drink in toilet rooms or in areas exposed to toxic materials.					
.146(c)(1) Permit Required Confined Spaces	The employer shall evaluate the workplace to determine if any spaces are permit-required confined spaces.					
.146(c)(2)	If the workplace contains permit spaces, the employer shall inform exposed employees, by posting danger sings or by any other equally effective means, of the existence and location of and the danger posed by the permit space.					
.146(c)(3)	If the employer decides that its employees will not enter permit spaces, the employer shall take effective measures to prevent its employees from entering the permit spaces and shall comply with paragraphs (c)(1), (c)(2), (c)(6), and (c)(8) of .146.					
.146(4)	If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program that complies with					

	.146. The written program shall be available for inspection by employees and their authorized representatives.					
.147(3)(i) The Control of Hazardous Energy (Lockout/Tagout)	Employers are required to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.					
.151(a) Medical Services and First Aid	The employer shall ensure the ready availability of medical personnel.					
.151(b)	In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.					
.151(c)	Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided with the work area for immediate emergency use.					
.151(c)	The deluge shower/eye wash fountain is inoperative.					
.157(c)(1) Portable Fire Extinguishers	The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.					
.157(c)(4)	The employer shall assure that portable fire extinguishers are					

	maintained in a fully charged and operable condition and kept in their designated places at all times except during use.					
.157(e)(1)	The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.					
.157(e)(2)	Portable extinguishers or hose used in lieu thereof shall be visually inspected monthly.					
.157(g)(1)	Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.					
.159(c)(10) Automatic Sprinkler Systems	The minimum vertical clearance between sprinklers and material below shall be 18 inches.					
.169(b)(1) Air Receivers	Air receivers shall be so installed that all drains, handholes, and manholes therein are easily accessible.					
.169(3)(i)	Every air receiver shall be equipped with an indicating pressure gage and with one or more spring-loaded safety valves.					
.176(a) Handling Materials – General	Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard.					
.176(b)	Storage of material shall not create a hazard.					
.176(c)	Storage areas shall be kept free from accumulation of materials that constitute hazards from					

	tripping, fire, explosion, or pest harborage.					
.176(e)	Clearance signs to warn of clearance limits shall be provided.					
.178(a)(2)&(3) Powered Industrial Trucks	All new fork-lift trucks (after 2/15/72) must comply with ANSI-B56.1-1969 and have an approval label.					
.178(e)(1)	High Lift Rider trucks shall be fitted with an overhead guard unless operating conditions do not permit.					
.179(b)(5) Overhead and Gantry Cranes	The rated load of the crane shall be plainly marked on each side of the crane, and if the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block and this marking shall be clearly legible from the ground or floor.					
.179(e)(1) thru (4)	Overhead crane needs stops at trolley limit of travel and trolley bumpers or equivalent automatic services and rail sweeps on bridge trucks.					
.179(h)(2)(v)	Overhead and gantry cranes must have u-bolt wire rope clips or hoist ropes installed so that u-bolt is in contact with dead end (short or non-load carrying end).					
.179(j)(2)	Each day visually inspect overhead and gantry crane functional operating mechanisms, air, and hydraulic systems, chains, rope slings, hooks and other lifting equipment.					
.179(j)(3)	Perform complete crane inspections at intervals depending upon its' activity, severity of service, and environment.					
.179(n)(2)	Hoist chains and rope shall be free from kinks or twists and shall not be wrapped around the load.					
.212(a)(1) Machine Guarding	One or more methods of machine guarding shall be provided to protect the operator and other					

	employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks.					
.212(a)(4)	Provide interlocked enclosures for revolving drums, etc…which must be closed before container can revolve.					
.212(a)(5)	Guard fan blades less than 7' above the floor or work area; openings shall not be longer than ½".					
.212(b)	Anchor machines designed for fixed locations to prevent walking or moving during operation.					
.213(b)(1) Woodworking Machine Requirements	Woodworking machine operator must be able to cut off power without leaving his position.					
.213(b)(4)	The operator must not have to reach over the cutter to make machine adjustments.					
.213(b)(6)	Protect woodworking machine operating treadle against accidental tripping.					
.213(c) thru (r)	Types of guards for woodworking machines such as saws, lathes, jointers, etc…					
.213(c)(1)&(2)	Hood guard for hand-fed ripsaws, and spreader to prevent material form squeezing saw or being thrown back on operator.					
.213(c)	Non-kick back fingers or dogs for hand-fed ripsaws used for ripping.					
.213(d)(1)	Hood guard for hand-fed crosscut table saws.					
.213(e)(2)	Spreader for hand-fed crosscut table saws.					
.213(f)(1)	Hood guard for feed rolls and blades of self-feed circular saws.					
.213(f)(2)	Non-kick back fingers or dogs for self-feed circular saws used for ripping.					
.213(g)(1)	Hood guard for swing or sliding cut-off saws (upper half).					

.213(g)(2)	Automatic device for returning swing or sliding cut-off saws to back of table when saw is released.					
.213(g)(3)	Limit stops to prevent swing or sliding cut-off saws from extending beyond front and back edges of table.					
.213(g)(4)	Hood guard for inverted swing cut-off saws to cover part of saw above table top.					
.213(h)(1)	Radial saw: guards for exposed upper and lower blade portions.					
.213(h)(2)	Radial saw: non-kick back fingers or dogs when ripping.					
.213(h)(4)	Radial saw: Installed so that cutting head returns to starting position when saw is released.					
.213(i)(1)	Bandsaw blades enclosed except for portion between bottom of guide rolls and the table; enclosed bandsaw wheel.					
.213(j)(1) and (2)	Equip each hand-fed planer and jointer, having horizontal head, with a cylindrical cutting head; keep table opening as small as possible.					
.213(j)(3)	Equip each hand-fed jointer, having horizontal head, with automatic adjust. Guard covering head section on working side of fence or gage; remaining in contact with material at all times.					
.213(j)(4)	Equip each hand-fed jointer, having horizontal head, with guard covering section of cutting head back of fence or gage.					
.213(p)(4)	Provide belt sanding machine with guard at each nip point where belt runs onto a pulley.					
.215(a)(1) Abrasive Wheel Machinery	With certain exceptions, abrasive wheels shall be used only on guarded machines.					
.215(a)(2)	With certain exceptions, abrasive wheel bench and stand grinders must have guards covering spindle					

	ends, nut, and flange.					
.215(a)(4)	Work rest spacing from grinding wheel (1/8" maximum)					
.215(b)(9)	Guards for bench, floor stand and cylindrical grinders must be adjustable due to constantly decreasing wheel diameter.					
.217(b)(4) Mechanical Power Presses	Substantial guard needed over treadle of foot-operated punch presses.					
.217(b)(4)(iv)	Enclose pedal counterweights travel path of foot-operated punch presses.					
.217(c)(1)	Provide and ensure usage of "point-of-operation guards" on mechanical power presses when opening is more than ¼".					
.219 Mechanical Power-transmission Apparatus	Guard all belts, pulleys, chains, flywheels, shaftings (or their projections), or other reciprocating or rotating mechanical power transmission parts within 7' of work floor.					
.219(c)(5)	Under certain conditions, belts, pulleys, and shaftings need not be guarded if located in rooms used exclusively for power transmission equipment.					
.219(d)(1)	Guard pulleys 7' or less from floor or work platform.					
.219(e)(1)	Guard horizontal belts and ropes 7' or less from floor or work platform.					
.219(e)(3)	Enclose vertical and inclined belts 7' or less from floor or work platform.					
.219(e)(5)(i)	Provide belt shifter for cone belt and pulley					
.219(f)(3)	Guard sprockets and chains 7' or less from floor or work platform.					
.219(o)(2)	Guards for mechanical power transmission equipment shall be metal, except that wood may be used in woodworking and chemical industries.					
.242(a)	Employers are responsible for the					

Hand and Portable Powered Tools and Equipment, General	safe condition of tools and equipment even if employee furnished his own.					
.242(b)	Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.					
.243(a)(1)(i) Guarding of Portable Powered Tools	Portable power-driven circular saws need guards above and below base plate or shoe.					
.243(b)(1)	Portable pneumatic tool trigger design prevents accidental operation and closes air inlet valve when hand pressure is removed; portable tools need tool retainers.					
.243(b)(2)	Portable pneumatic tool hose and hose connections must be designed for expected pressure and service.					
.244(b) Other Portable Tools and Equipment	Blast cleaning nozzles need operating valve which must be held open manually; provide a nozzle mounting support when not used.					
.253(b)(2)(i) Oxygen-fuel Gas Welding and Cutting	Cylinders shall be kept away from radiators and other sources of heat.					
.253(b)(2)(ii)	Inside of buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials such as oil or excelsior.					
.253(b)(2)(iv)	Keep valve protection cap on unless cylinder is in use.					
.253(b)(3)(ii)	Store acetylene cylinders in vertical, valve-end-up, position only.					
.253(b)(4)(iii)	Store oxygen cylinders at least 20’ from fuel-gas cylinders or separate by 5’ noncombustible barrier.	1) Is the interior cover to the circuit				

	1) Is the interior cover to the circuit breaker panel missing? 2) Is the circuit breaker panel door missing? 3) Is the circuit breaker panel locked?					
1926.350(a)(9)	Compressed gas cylinders shall be secured in upright position at all times, except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.					
.254 (a)(1) Arc Welding and Cutting	Welding equipment shall be chosen for safe application to the work to be done.					
.303(b)(1)	Electrical equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.					
.303(f)	Each service, feeder, and branch circuit, at its disconnecting means or overcurrent device, shall be legibly marked to indicate its purpose.					
.303(g)(1)(ii) Electrical General Requirements	Clear Spaces. Working space required by this subpart may not be used for storage.					
.303(g)(1)(iv)	Where there are live parts normally exposed on the front of switchboards or motor control centers, the working space in front of such equipment may not be less than 3 feet.					
.305(g)(1)(iii)(A) Wiring Methods, Components, and Equipment for General Use	Flexible cords and cables may not be used as a substitute for the fixed wiring of a structure; run through holes in walls, ceilings, or floors; run through doorways, windows, or similar openings; attached to building surfaces; or concealed behind building walls, ceilings or floors.					
.1001 (f)(1)(i) Asbestos	The employer shall institute engineering controls and work practices to reduce and maintain					

	employee exposure to or below the TWA and/or excursion limit, except to the extent those controls are not feasible.					
.1001 (f)(ii)	Wherever the feasible engineering controls and work practices that can be instituted are not sufficient to reduce employee exposure to or below the TWA and/or excursion limit prescribed in paragraph © of this section, the employer shall use them to reduce employee exposure to the lowest levels achievable by these controls and shall supplement them by the use of respiratory protection that complies with the requirements.					
.1001 (g)(2)(i)	For employees who use respirators required by .1001, the employer must implement a respiratory protection program in accordance with 29 CFR 1910.134 (b) through (d) (except (d) (1) (iii)), and (f) through (m).					
.1001 (h)(1)	If an employee is exposed to asbestos above the TWA and/or excursion limit, or where the possibility of eye irritation exists, the employer shall provide at no cost to the employee and ensure that the employee uses appropriate protective work clothing and equipment.					
.1001(l)(1)(i)	The employer shall institute a medical surveillance program for all employees who are or will be exposed to airborne concentrations of fibers of asbestos at or above the TWA and/or excursion limit.					
.1030(c)(1)(i) Bloodborne Pathogens	Each employer having an employee(s) with occupational exposure as defined by this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee					

	exposure.					
.1030(d)(1)	Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.					
.1030(3)(i)	When there is occupational exposure, the employer shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protections, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.					
.1030(4)(i)	Employers shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.					
.1030(h)(1)(i)	The employer shall establish and maintain an accurate medical record for each employee with occupational exposure, in accordance with 29 CFR 1910.1020.					
.1030(h)(1)(iv)	The employer shall maintain the records required by paragraph (h) for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.					

.1030(h)(2)(ii)	Training records shall be maintained for 3 years from the date on which the training occurred.					
.1200(e)(1) Hazard Communication	Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in this section for labels and other forms of warning, material safety data sheets, and employee information and training will be met.					
.1200(e)(1)(i)	Employers must keep a list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet.					
.1200(g)(1)	Employers shall have a materials safety data sheet in the workplace for each hazardous chemical which they use.					
.1200(h)(1)	Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.					
Section 5 (a)(1) OSH ACT	"Each employer shall furnish to each of his employees, a place of employment which is free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees".					

Attachment C

DISTRICT OF COLUMBIA GOVERNMENT
DC OFFICE OF RISK MANAGEMENT

441 4th Street NW, Suite 800S, Washington DC 20001 Office: 202-727-8600 ♦ Fax: 202-727-8319

August 25, 2009

Edson Ogunshakin
Risk Manager
Department of Real Estate Services
2000 14th Street, N.W.
Washington, DC 20009

Dear Mr. Ogunshakin:

This letter is in reference to the safety and health inspection that I conducted at the workspaces of 441 4th Street, NW. I have enclosed a copy of the inspection report. The inspection was conducted to provide you with information and assistance to ensure compliance with Federal Occupational Safety and Health Act (OSHA, 29 CFR 1910) standards and guidelines.

I trust that my services have been beneficial to you. If I may be of further assistance to you, please do not hesitate to call me at (202) 727-8474.

Sincerely,

T. Herbert

Thomas Herbert
Occupational Safety and Health Specialist
DC Office of Risk Management
Risk identification, Analysis, and Control Division (RIAC)

Cc: Karmala Brunson, Area Manager, (OPM)
Cc: Reginald Greene, Building Management Specialist, (OPM)

DISTRICT OF COLUMBIA GOVERNMENT
DC OFFICE OF RISK MANAGEMENT

441 4th Street NW, Suite 800S, Washington DC 20001 Office: 202-727-8600 ♦ Fax: 202-727-8319

Department of Real Estate Services
Post Office (Outside of the Entrance)
441 4th Street, N.W.
Washington, DC 20001

INTRODUCTION

This report provides the results of the safety and health inspection completed at the above location on August 21, 2009 by Thomas Herbert, Occupational Safety and Health Specialist (DCORM).

FINDINGS and RECOMMENDATIONS

Violation #1
Condition: Fire extinguisher was not subject to an annual maintenance check.
Location: Outside of the Post Office entrance.
Potential Effects: Fire, burns, and smoke related injuries due to unreliable fire extinguishers
Standard: 29 CFR 1910.157(e)
Recommendation: Have fire extinguisher inspected for reliability.

CONCLUSION

The findings above indicate that this workplace does not satisfy Occupational Safety and Health Act (29 CFR 1910) standards for a comfortable work environment. The classification of the OSHA violation is based on the severity of the injury or illness that could result from the violation. This classification constitutes the first step in determining the gravity of the violation. A classification shall be assigned to a hazard according to the most serious injury or illness which could reasonably be expected to result from an employee's exposure as follows:

441 4th Street NW, Suite 800S, Washington DC 20001 Office: 202-727-8600 ♦ Fax: 202-727-8319

(1) **Imminent Danger**: Conditions or practices exist in any place of employment which could reasonably be expected to cause death or serious physical harm *immediately* or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Act. [Typical abatement period: Immediate]

(2) **High Severity**: Death from injury or illness; injuries involving permanent disability; or chronic, irreversible illnesses. [Typical abatement period: 30 days]

(3) **Medium Severity**: Injuries or temporary, reversible illnesses resulting in hospitalization or a variable but limited period of disability. [Typical abatement period: 60 days]

(4) **Low Severity**: Injuries or temporary, reversible illnesses not resulting in hospitalization and requiring only minor supportive treatment. [Typical abatement period: 90 days]

(5) **Minimal Severity**: Other-than-serious violations. Although such violations reflect conditions which have a direct and immediate relationship to the safety and health of employees, the injury or illness most likely to result would probably not cause death or serious physical harm. [Typical abatement period: 120 days]

Below is a list of identified violations, their classification, and recommended abatement dates for this report:

Finding #	Severity Classification	Recommended Abatement Period
1	High	September 25, 2009

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Please respond to the recommendation (s) listed above. The response should include actions already taken, or planned, to abate the above safety violations. The completion dates or estimated completion dates should also be included in your response. You may also include any alternative solutions for abating the recommendations provided in this document. All abatement periods begin when the Agency Risk Management Representative (ARMR) affirms they have received and agree with the abatement period set. Affirmation to the Specialist must be done via email, stating the day the report was received.

If the ARMR does not agree with the recommended abatement period and would like to contest the recommendation, the ARMR must submit in writing their intentions to contest the proposed abatement date with rationale, within 3 business days. Failure to do so will signify the ARMR's acceptance of the proposed abatement period. At the conclusion of the abatement period, a follow-up inspection will be performed to assess compliance with the above recommendations. Failure to correct the violation by the end of the abatement period may result in severe penalties enforced by the Director of DCORM through the Office of the City Administrator.

Addendum A

GOVERNMENT OF THE DISTRICT OF COLUMBIA
District Department of the Environment

Air Quality Division

COMPLAINT INVESTIGATION

INTRODUCTION

The following information relates to an investigation conducted by Keith Keemer, Environmental Protection Specialist with the District Department of the Environment (DDOE), Air Quality Division (AQD). The purpose of this investigation was in response to a call received from the Executive Office of the Mayor (EOM), Office of Risk Management (ORM) asking for AQD's assistance regarding naphthalene (mothballs) odors at 645 H Street, NE. According to Thomas Herbert, ORM and Randy Moses, Department of Human Services (DHS) agency risk manager representative, a DHS employee (Mr. George Marion Jr.) lodged a complaint claiming breathing difficulties after realizing that an unknown DHS employee placed mothballs on carpet surfaces near and around the third floor elevator. Mr. Marion also claims neurological occurrences such as numbness in his fingers shaking, lips tingling, metallic taste in his mouth and eye irritations that he's associated with the mothball scent.

On Friday, November 6, 2009 I conducted an investigation at 645 H Street, NE. Also present during my investigation were Mr. Thomas Herbert, Mr. Melvin Smith, DHS Emergency Management Specialist and Ms. Mary Walker-Jones, DHS Administrative Services Officer.

FINDINGS

Upon entering the building on the first floor, no mothball (naphthalene) odor or any unusual odors were noticed. Mr. Smith, Mr. Herbert, Ms. Walker-Jones and I visited the 4th floor of the building where again no unusual or mothball odor was perceived. Indoor temperature readings using a hand held "Protimeter Hygromaster"http://www.gesensing.com/products/proti_hymaster_datasheet.htm/

(measures temperature and humidity)
http://www.gesensing.com/products/proti_hymaster_datasheet.htm ranged around 77^0F and Relative Humidity readings at (25% RH). Both Indoor temperature and RH readings are normal for an indoor work space environment.

A "ppb *RAE* plus" photo ionizing detector (PID) http://www.raesystems.com/products/ppbrae-plus was used to measure volatile organic compounds (VOC) on the fourth floor. PID readings on the fourth floor displayed 91parts per billion (ppb), which is extremely low. Three fourth-floor employees were asked if they had noticed any mothball odors and none mentioned noticing any. The PID was calibrated on Friday, November 6, 2009 at 9:05am with fresh air, charcoal filter and isobutylene gas before use. The purpose of recording measurements on the fourth floor was to compare readings from a non-affected work area to the area where the odor was first perceived.

Mr. Smith, Mr. Herbert, Ms. Walker-Jones and I descended to the third floor where an odor resembling mothballs was noticed after exiting the elevator. I was told that a DHS employee placed mothballs on carpet spaces around the elevator as a means of eliminating roaches. Photo #1 shows one of the many work stations on the third floor where the complainant, Mr. Marion, Jr. sits. Mr. Marion's work station, which is outlined with green lines, is not in the direct proximity of the elevator though Mr. Marion claimed he still noticed a mothball odor where he sits. PID readings around the elevator registered at 134ppb while PID readings around Mr. Marion's 3rd floor desk registered at 168ppb. Mr. Marion stated that even after the mothballs were removed, the mothball odor continued to linger around his third floor desk area and still caused him discomfort. Third floor RH readings registered at 25% and Oxygen (O_2) at 20.3% in this area using a MSA *SIRIUS* ™, PID & 4 Gas Detector http://www.msa-europe.com/index.php?id=265&L=0.

Mr. Smith, Mr. Herbert and Ms. Walker-Jones and I continued to Mr. Marion's current second floor work station (see Photo #2 outlined in yellow lines). Though RH, O_2, and temperature readings are relatively the same as previous areas visited, PID readings registered at 5ppb.

COMMENTS

Mr. Marion states his symptoms started sometime in October 2009. He mentions that he initially noticed the odor and later began to feel lethargic. He claims that he later learned that someone placed mothballs within the building, which were subsequently removed. According to Mr. Marion, he also noticed the mothball odor near a book case by his desk and after experiencing adverse reactions, he feels better when he's away from the third floor though his symptoms re appear when he returns. Mr. Marion continues and states that while on the second floor, the amount of paper products throughout the work area impacts his breathing rather than the mothball odor. For this reason, he purchased a respirator that he wears for relief.

The National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards provides acceptable guidelines for several gases, solvents and chemical exposures including naphthalene http://www.cdc.gov/niosh/npg/npgd0439.html. Naphthalene ($C_{10}H_{10}$) a main component in mothballs, falls within the VOC category when aerosolized and can be detected with a PID. According to NIOSH, the recommend exposure limit over an eight-hour work period (TWA – time weighted average) is ten (10) parts per million 10 ppm. The Occupational Safety and Health Administration (OSHA) provides' a TWA at 10ppm as well. The PID (ppb *RAE* plus) used during this investigation detects VOC's at the parts per *billion* ranges. By understanding the ppb verses ppm conversion (1000 ppb = 1ppm) the PID/VOC readings from the 4th, 3rd and 2nd floor spaces are far below NIOSH and OSHA exposure limits. For instance, the 134 ppb readings around the elevator equates to 0.134 ppm. A PID measures *all* VOC's and none specifically, such as naphthalene. If PID readings were above 1000 ppb, then in this instance it would be plausible that naphthalene is/was the main contaminant. In any event, elevated PID readings (either ppb or ppm) usually suggest inadequate ventilation. The PID readings on the 3rd floor are higher than those on the 4th floor.

While on Friday, November 6, 2009 the mothball odor was still noticeable on the third floor by the elevator, exposure readings via PID instrumentation are below NIOSH and OSHA guidelines and therefore no infringement appears there unto. I cannot confirm or deny that mothball (naphthalene) odors are directly responsible for all the unfavorable symptoms Mr. Marion mentions; however, according to the NIOSH Pocket Guide malaise and eye irritations are mentioned. I suggest that the carpet around the third floor elevator area be thoroughly cleaned by a professional cleaning company to rid the mothball (naphthalene) odor.

Customarily, mothball odors will dissipate after a few days. The lingering odor may indicate repeated applications. No matter what, the carpet should be cleaned by a professional cleaning company, one that is familiar with appropriate enzyme cleaners that are environmental friendly and suitable for removing solvent (mothball) odors. If the odor continues, then the carpet and padding around the third floor elevator should be removed and replaced with another appropriate floor covering.

Sincerely,

Keith Keemer, **CPM, MBA**
Environmental Specialist
HAZWOPER, Asbestos, CMRS, CIAQM
District Department of the Environment
Air Quality Division - Radon and Indoor Air Environments
51 N Street, NE - 5th Floor
Washington, DC 20002
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